

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare	Effective Date: October 15, 2006
	Section 3: Administrative Review Process	Version: 1

POLICY [NEW]	OLD POLICY: N/A
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- DCS will require that the Administrative Review be conducted by one of the following:
 - a. The local DCS office Director in the county responsible for the investigation; or
 - b. The local DCS office Deputy Director in the county responsible for the investigation; or
 - c. The regional manager in the region responsible for the investigation.
- The person conducting the review may at his/her discretion and subject to the time limits stated herein, refer the request to the county Child Protection Team (CPT) for initial review and a recommendation on affirmation of the decision.
- If the local DCS office director was the supervisor who approved the initial determination, was otherwise substantially involved in the investigation or preparation of the report, or if there is conflict of interest, the request will be referred to the regional manager for this review and decision.
- DCS will require that **the decision** as to the outcome of the Administrative Review be made by the appropriate local DCS office director or regional manager. **Local office Deputy Directors and CPTs are prohibited from making the decision.**
- DCS will notify the alleged perpetrator in writing of the outcome of the Administrative Review within thirty (30) calendar days of the receipt of the request.

This policy does not apply to CA/N substantiated cases involving child care workers. See separate policy, [2.X Child Care Worker Investigation Review Process](#).

This policy does not apply to CA/N substantiated cases involving DCS employees. See separate policy, [2.X Investigation and Review of DCS Staff Alleged Perpetrator](#).

Code References

- [42 USC 5106a \(b\) \(2\) \(A\) \(XV\) \(II\): Grants to States for child abuse and neglect prevention and treatment programs](#)

PROCEDURE

The local DCS office director¹ in the county responsible for the investigation will:

- Refer the request to the county child protection team (CPT) for review and a recommendation, if desired.
- Review the complete CPS investigation file or recommendation of the CPT
- Decide to do one of the following
 - Affirm the substantiated determination; **or**
 - Set aside the determination and reclassify it as unsubstantiated or indicated; **or**
 - Return the file to CPS for further investigation and reconsideration of the report.
- Notify the alleged perpetrator of the decision using the [Notice of Administrative Review Decision](#).

¹ Or other person authorized to conduct an Administrative Review

- Notify the Hearings Coordinator of the outcome of the Administrative Review.

If the perpetrator chooses to appeal the decision, proceed to next step, [Administrative Appeal Hearings](#).

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- [Notice of Administrative Review Decision](#).

RELATED INFORMATION

- N/A